



STATE OF WASHINGTON

DEPARTMENT OF SOCIAL AND HEALTH SERVICES

Economic Services Administration  
Division of Child Care and Early Learning  
P.O. Box 45480, Olympia, Washington 98504-5480

May 30, 2006

TO: Regional Administrators

FROM: Rachael Langen, Director  
Division of Child Care and Early Learning

John Clayton, Director  
Community Services Division

**SUBJECT: WORKING CONNECTIONS CHILD CARE (WCCC) AND WORKFIRST REDESIGN**

The new Comprehensive Evaluation (CE) policy, implemented as part of the Governor's WorkFirst Reexamination Project, is effective June 1, 2006.

The CE is a multipart evaluation and is designed to help engage WorkFirst parents quickly in the most appropriate activities to assist them toward employment and self-sufficiency. Parents begin the CE process after they are determined eligible for WorkFirst. Although the CE is anticipated to take 10 days or less to complete, parents are expected to immediately move into a full-time WorkFirst activity.

When otherwise eligible, WCCC is available to support parent's successful entry to the CE process. When parents need child care to start and complete any activity during the CE process, authorize 22 FT units. In addition, authorize long enough WCCC eligibility periods to promote smooth transitions to full-time WorkFirst Activity. A three-month window is recommended with an end date that matches the last day of the month.

During the CE process, training and education options are explored in depth with all parents, and referrals to educational activities can include those to Vocational Education (VE). **Effective June 1, 2006**, WorkFirst parents enrolled in full-time VE (32 hrs or more/wk) do not have to work 16-20 hours a week according to WAC 388-310-1000. If otherwise eligible, WCCC supports parents enrolled in full-time VE.

Before entering WorkFirst, all applicants are given an upfront screening to determine whether services other than WorkFirst will meet the needs of their family (e.g., Child Support, Basic Food, Medical Assistance, Unemployment Benefits, Diversion Cash Assistance, or Child Care). The following WCCC information is provided to applicants during this screening process:

- A contact for on-going services,
- How to obtain a WCCC application, and
- How to reach the Child Care Resource and Referral Agency.

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All staff involved in serving WorkFirst parents must provide timely and accurate information to issue correct WCCC services and avoid payment errors. Options for technology improvements and training are being explored to help facilitate this communication.

Please direct any questions about this memo to your regional child care coordinator:

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cc: Duane French  
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